



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 12/14/2012	Interviewer: Sue Guenter-Schlesinger	RFA #12 – 32
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): Student		
Requested Assistance Pertaining To (name, position, policy, project, etc.) Situation with community member who is a WWU donor: [REDACTED] [REDACTED] [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Concern Regarding: Male ☒ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐
 Other ☒

Category: *(Please check at least one)*

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Employment
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Veteran Status	

Time Line		
Date	Item	Comments
12/12/12	President Shepard calls SGS	President Shepard called SGS regarding an issue that may be forthcoming from [REDACTED] re: one of her students
12/14/12	Intake w/ SGS	See summary notes below.

12/14-12/21	SGS tries to reach [REDACTED] and vice versa	SGS tries to reach [REDACTED] to let her know she will be contacting [REDACTED]; [REDACTED] calls back and misses Sue; [REDACTED] is out of town through break. SGS left message with [REDACTED] indicating to her that she would be meeting with [REDACTED] next Thursday and would outlook a meeting with her after the first of the year to discuss.
12/21	SGS contacts [REDACTED]	SGS contacts asks [REDACTED] if he can meet on 12/21 to discuss issue; he cannot and appt. is made for following Thursday 12/27/12, after holiday
12/27/12	SGS and LE meet with [REDACTED]	See summary memo to file below.
1/4/13	SGS mtg with [REDACTED]	See summary memo to file below.
1/7/13	SGS t/c to [REDACTED]	See summary memo to file below.